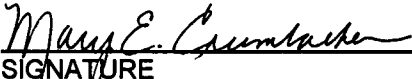



SCHEDULE NO. C- 788SUPERSEDES SCH. NO. N/A

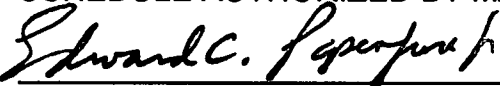
PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES SECTION  
RECORDS MANAGEMENT CENTER

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF CORRECTIONS		POPULATION MANAGEMENT DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
I.	<u>DRUG MONITORING RECORDS</u> , which include bond hearing logs, consent forms, monitoring testing logs and testing instrument records	Retain 2 years after inmate has left the program, then destroy.
II.	<u>CASE MANAGEMENT FILES</u> , which include the pre-trial intake fact sheet (a summary of the inmate's criminal history), conditions of release (court-imposed conditions under which the offender must serve his pre-trial release), violation notices (to advise the offender s/he is in violation of the conditions of release), and case manager's notes	Retain 2 years from the date of case closure, then destroy.
III.	<u>HOME DETENTION RECORDS</u> , which for <i>sentenced participants</i> include commitment records, violation notices, and correspondence with the courts; and which for <i>pre-trial participants</i> include computer printouts from the electronic monitoring system	Retain for 2 years from the date of case closure, then destroy.
IV.	<u>CLASSIFICATION RECORDS</u> , which include initial classification forms (completed upon entering the jail), criminal history printouts (from the Maryland and FBI criminal history computers), adjustment hearing forms (results of disciplinary hearings), reclassification forms (changes in inmate's housing), results of Treatment Board or Special Housing Board hearings (which periodically review inmates' housing assignments)	Retain 3 years from date of inmate's release, then destroy.

	PLANNING & RESEARCH SECTION CHIEF	2/10/97
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
	COUNTY RECORDS MANAGER	2/21/97
SIGNATURE	TITLE	DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

	STATE ARCHIVIST	APR 09 1997
SIGNATURE	TITLE	DATE

**PRINCE GEORGE'S COUNTY  
RECORDS MANAGEMENT CENTER  
RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

**DEPARTMENT OF CORRECTIONS****POPULATION MANAGEMENT DIVISION****ITEM  
NO.****DESCRIPTION****RETENTION/DISPOSITION**

- V. INMATE RECORDS, which include the initial classification form, committing documents, court docket entries, release documents, transmittal forms (used when transporting inmate), detainer notification forms (used to notify other jurisdiction that the inmate is wanted there), projected release date calculations for pre-trial inmates, diminution forms for sentenced inmates (used to compute amount of 'good conduct time' or 'programs time' that is to be deducted from the inmate's sentence, and transfer forms (used when transferring an inmate to the State Division of Corrections)

Retain 3 years, then destroy.

Note: File jackets of inmates sentenced from 91-365 days who are eligible for per diem reimbursement by the State will be retained in color-coded jackets kept apart from other inmate files for 3 years or until audited by the State (whichever is sooner), then destroyed.